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DPD-1328-61

6 March 1961

MEMORANDUM FOR:

25X1A

Chief, Contracts Branch, DPD
Chief, Materiel Branch, DPD
Chief, Operations Branch, DPD
Chief, Development Branch, DPD

SUBJECT : Budget Estimates for Travel Fiscal Years 1962 and 1963
REFERENCE : Memo, Same Subject, dtd 24 Feb 1961, DPD-1061-61

1. Addressees are requested to provide the Administrative Branch, as soon as possible, with estimates covering travel of all personnel for Fiscal Years 1962 and 1963. Upon receipt of the individual estimates, a recapitulation will be made by the Administrative Branch.

2. In providing the estimate, it is requested that you list the number of trips to specific places and the number of people involved rather than just giving a figure. If a branch does not extend the facts into figures due to lack of knowledge of cost, this will be done by the Administrative Branch. It is also requested that where it is anticipated that there will be additional costs such as excess baggage, car rental, etc., that these be included in your estimates.

SIGNED

Chief, Administrative Branch
DPD

25X1A

Distribution:

- 1 - Ea Addressee
- 1 - AC/DPD
- 1 - DPD/Finan
- 1 - DPD/Admin
- 1 - DPD/RI

DPD/Admin:AJG/sb

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